

EFFECTIVE DATE

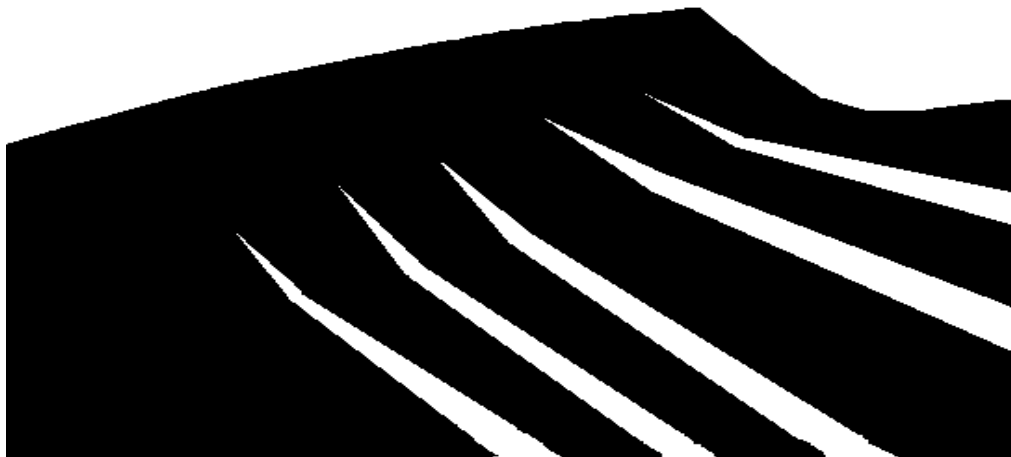
June 3, 1996

LANL-YMP-QP-02.7, R4

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PERSONNEL TRAINING

LOS ALAMOS QUALITY PROGRAM



APPROVAL FOR RELEASE

K. A. WEST - PREPARER

Signature on file

DATE

Date on file

M. J. CLEVINGER - QUALITY ASSURANCE PROJECT LEADER

Signature on file

DATE

Date on file

J. A. CANEPA - TECHNICAL PROJECT OFFICER

Signature on file

DATE

Date on file

Los Alamos

Yucca Mountain Site

Characterization Project

HISTORY OF REVISIONS

REVISION NO.	EFFECTIVE DATE	PAGES REVISED	REASON FOR CHANGE
R0	03/02/90	N/A	Supersedes TWS-QAS-QP-02.2, R2.
R1	08/17/90	1,4, & 6	To better clarify the process.
R2	01/31/94	All	Revised to meet QARD requirements.
R3	06/15/94	All	To more clearly define procedural requirements.
R4	06/03/96	All	Minor, non-substantive editorial changes, to add the Training Specialist position, and delete the Section pertaining to acceptance criteria, etc.

Los AlamosYucca Mountain Site
Characterization Project

PERSONNEL TRAINING

1.0 PURPOSE

This procedure describes the process for documenting personnel training on the Los Alamos National Laboratory (Los Alamos) Yucca Mountain Site Characterization Project (YMP or Project).

2.0 SCOPE

2.1 This procedure governs personnel training to the Los Alamos YMP.

2.2 This procedure applies to all Los Alamos and Los Alamos subcontract personnel (here after referred to as YMP personnel) working under the Los Alamos YMP quality assurance program.

3.0 REFERENCES

LANL-YMP-QP-17.6, Records Management

4.0 DEFINITIONS

4.1 Formal Training

Formal training includes, but is not limited to, classroom, video tape, on-the-job, or other instruction.

4.2 Privileged Record

A record to which access is controlled due to statutory or legal requirements.

4.3 Read-Only Training

Read-only training is reading and understanding a controlled document.

4.4 Training

Training is the systematic process provided to personnel so that they can achieve and maintain proficiency, and adapt to changes in technology, methods, or processes, or responsibilities as necessary to perform assigned tasks.

5.0 RESPONSIBILITIES

The following personnel are responsible for activities identified in Section 6.0 of this procedure.

- Supervisors
- Instructors
- Training Coordinator
- Training Specialist

NOTE: Training representative will be used in this procedure to indicate that actions may be performed by the Training Coordinator or Training Specialist.

6.0 PROCEDURE

The use of this procedure must be controlled as follows:

- If this procedure cannot be implemented as written, YMP personnel should notify appropriate supervision. If it is determined that a portion of the work cannot be accomplished as described in this QP, or would result in an undesirable situation, that portion of the work will be stopped and not resumed until this procedure is modified or replaced by a new document that reflects the current work practice.
- Employees may use copies of this procedure printed from the controlled document electronic file; however, employees are responsible for assuring that the correct revision of this procedure is used.
- When this procedure becomes obsolete or superseded, it must be destroyed or marked "superseded" to ensure that this document is not used to perform work.

6.1 Preparing for Work Performance

Supervisors ensure that employees under their supervision receive training to the appropriate procedures before performing the work.

6.2 Ongoing Training Needs

Supervisors ensure that employees under their supervision receive required training due to changes in assignment, positions, and implementing procedures.

6.3 Read-Only Training

The **supervisor** performs the following:

- 6.3.1 For each document to be read by the employee, ensures the document identifier and revision level are entered in Section I of the Los Alamos YMP Training Record (Attachment 1).
- 6.3.2 Ensures that employee obtains and reads a controlled copy of each document that is listed in Section I of the Los Alamos YMP Training Record.
- 6.3.3 Ensures that employee completes Section III of the Los Alamos YMP Training Record.
- 6.3.4 Forwards to a training representative, a copy of the Los Alamos YMP Training Record in an envelope marked "Privileged," "Privileged Records," or a similar statement.

A **training representative** performs the following:

- 6.3.5 Retains a copy of the Los Alamos YMP Training Record in files labeled "Privileged," "Privileged Records," or a similar statement in accordance with QP-17.6.
- 6.3.6 Annually submits training records as a records package for each employee, to a Records Processing Center in accordance with QP-17.6.

6.4 Formal Training

NOTE: It is not necessary to notify a training representative in some cases, such as when a supervisor or other staff member trains an employee to a Detailed Technical Procedure. In such cases, the supervisor or staff member is the instructor as described in subsections 6.4.4 through 6.4.7.

- 6.4.1 The **supervisor** ensures that a training representative is notified, as appropriate of the need for formal training.

A **training representative** performs the following:

- 6.4.2. As appropriate, notifies an instructor to conduct a formal training session.
- 6.4.3 As necessary, coordinates the training schedule with the supervisor of the employee who requires training.

The **Instructor** performs the following:

- 6.4.4 Conducts a training session.
- 6.4.5 Completes Section II of the Los Alamos YMP Training Record.
- 6.4.6 Ensures that each employee completes Section III of Los Alamos YMP Training Record.
- 6.4.7 Forwards to a training representative, a copy of each completed Los Alamos YMP Training Record in an envelope marked "Privileged," "Privileged Records," or a similar statement.

A **training representative** performs the following:

- 6.4.8 Retains a copy of the Los Alamos YMP Training Record in files labeled "Privileged," "Privileged Records," or a similar statement.
- 6.4.9 Annually submits training records, as a records package for each employee, to a Records Processing Center in accordance with QP-17.6.

7.0 RECORDS

The Los Alamos YMP Training Record is the only quality assurance record generated by this procedure.

8.0 TRAINING

8.1 Prior to conducting work described in Section 6.0, the Training Coordinator, Training Specialist, supervisors, and instructors require training to this procedure.

8.2 Training to this procedure is accomplished by "read only."

9.0 ATTACHMENTS

Attachment 1: Los Alamos YMP Training Record (1 page)

LOS ALAMOS YMP TRAINING RECORD

SECTION I. READ ONLY

☐

N/A

READ ONLY TRAINING

Document Identifier

Revision

Document Identifier

Revision

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SECTION II. FORMAL

☐

N/A

FORMAL TRAINING: (Select one)

☐

Classroom

☐

Video

☐

OJT

☐

Other

_____ List

OBJECTIVE: _____

DOCUMENT IDENTIFIER: _____

REVISION: _____

DURATION OF SESSION: _____

_____ Date of session

INSTRUCTOR: _____

Print name

Signature

Date

SECTION III.

EMPLOYEE: _____

Print name

Signature

Date

EMPLOYEE INITIALS: (For authentication purposes) _____